



2007 Statistical Annual Report of
Public Library Services

General Instructions for
Data Collection & Reporting



The Utah State Library annually collects statistical data from all the state's public libraries for two purposes:

- To report statistics on Utah's public libraries for the annual report of Utah public library service; and
- To report data on Utah's public library services to the Federal-State Cooperative System for Public Library Data (FSCS).

When reporting your data please follow these guidelines:

- The data to be reported is for the 2007 fiscal year. For cities, the fiscal year runs from July 1, 2006 to June 30, 2007. For counties, it runs from January 1, 2007 to December 31, 2007.
- The blank *Data Collection Form* is particularly useful in the *Revenue and Expenditures* section (fields #64-132). It provides visual clues on the relationships between Local Funds and State/Federal Funds, and between Money Received and Money Spent. The grayed-out fields are for totals that will be calculated automatically by the *Bibliostat Collect* software. However, you may want to calculate your own totals for later verification.
- Where total annual figures are requested, please use figures for the entire fiscal year that is appropriate for your library. Where a simple count is requested, it should represent the count as of the end of the appropriate fiscal year.
- Adherence to definitions is important to ensure comparability of data among different libraries and states. Definitions for Utah data elements are based on the definitions established by the FSCS.
- Estimates are important if exact data are not available. If an exact figure is not available for a particular item, but you know that the amount is greater than zero, enter an estimate of the amount if you would be comfortable using the estimate. If you are not comfortable with estimating, put "N/A." Remember that this data will be published and available to researchers and the general public.
- Enter "0" if the appropriate amount for an item is zero or none, and "N/A" if the figure is not available and you cannot estimate. (Example: Under *Programs*, if you did not have any children's programs, the answer is zero. If you had some children's programs but did not keep track of how many, the answer is N/A, if you do not estimate. Please note that all fields must be filled in prior to submitting the report.
- The population given for your library service area (noted on the *Fact Sheet* from the Utah State Library Division) is based on the latest U.S. Census Bureau subcounty population estimates. Please use that

figure. If new estimates are available prior to submitting the survey to FSCS, the State Library will publish the updated figures.

- Note that the following fields in the *Revenue and Expenditures* sections must match each other:
 1. Field #112 MUST match Field #127.
 2. Field #113 MUST match Field #131.
 3. Field #114 MUST match Field #132.
- If your data is outside the expected range, *Bibliostat Collect* will show an Edit Check. Please double-check that particular entry and correct it if necessary. If the figure you are reporting is correct (despite the Edit Check) please insert a “Federal Note” explaining why your figure is correct. To enter a note, use the “Notes” icon to the right of the data entry field.
- When you are done entering all data into the survey, go to the “Status and Printing” menu and click on all 4 views to verify that the survey is ready for submission. This step will ensure that there are no fields left blank, no flags are showing, and all edit checks have been reviewed and a *Federal Note* has been added.
- A copy of the *Data Collection Form*, *Date Elements Definitions*, and *General Instructions* can be found on the Utah State Library Statistics web page.
http://library.utah.gov/library_services/statistics/index.htm

Changes in Data Elements and Definitions

- There are no additions, changes, and deletions this year.